



## **AGENDA ITEM: 7**

### **NORTH WALES FIRE AND RESCUE AUTHORITY EXECUTIVE PANEL**

**13<sup>th</sup> July 2009**

#### **SUMMARY OF INTERNAL AUDIT ACTIVITY 2008/09 AND NEEDS ASSESSMENT AND DRAFT AUDIT PLAN FOR 2009/10**

**Report by Mike Halstead,  
Head of Audit and Procurement Services**

#### **Purpose of Report**

- 1 To receive a summary of Internal Audit work for 2008/09.
- 2 To approve the Internal Audit Needs Assessment and Draft Internal Audit Plan for 2009/10.

#### **Information**

- 3 Under the terms of The Accounts and Audit (Wales) Regulations 2005, made under the Local Government Act 2000 and the Public Audit (Wales) Act 2004, Fire Authorities have a statutory responsibility to maintain "an adequate and effective system of internal audit."
- 4 The Internal Audit function is carried out on behalf of the Fire Authority by Conwy County Borough Council and is an independent appraisal function for the review of the activities of the Fire and Rescue Authority as a service to all levels of management.
- 5 The North Wales Fire and Rescue Authority (NWF&RA) Financial Regulations state that a report shall be submitted under the auspices of the NWF&RA as regards the audit plan for the coming financial year and a report of performance against the original plan for the previous financial year.

6 Responsibility for determining the content of the audit plan lies with the Chief Fire Officer and the internal audit providers. The plan should be prepared in consultation with the External Auditor.

7 KPMG is currently the Fire and Rescue Authority's external auditor.

8 Internal audit work can be broadly divided into four categories:

(a) Regularity Audits, which are designed to ensure that:-

- All income due to the NWF&RA is properly collected, receipted, safeguarded, banked and recorded.
- All payments made are correctly authorised, within budget and in accordance with NWF&RA Standing Orders and Financial Regulations.
- All staff have been properly appointed and are paid in accordance with the terms and conditions of their appointment.
- Value for money is obtained for goods and services purchased.
- Property and other assets are properly recorded and safeguarded.

(b) Systems Audits are designed to ensure that all systems and procedures in operation include adequate controls within them to prevent fraud or other irregularities, e.g. at least two people should be involved in all procedures.

(c) Information and Communications Technology Audit. This is used to test the integrity of computerised systems in operation and also, by the interrogation of computer systems to help detect fraud and irregularities.

(d) Contract Audit which includes the financial appraisal of prospective contractors, an examination of controls in operation to ensure compliance with Contract Standing Orders and an examination of a sample of current and completed contracts including verification of final accounts.

9 A report is prepared following each internal audit and will:-

- State the purpose, scope, findings and conclusions of the audit.

- Make recommendations to address any weaknesses identified.
- Include an action plan to monitor and assist in the implementation of the recommendations.
- Provide for a follow up to be carried out within a reasonable period of issuing the final report.

## **REVIEW OF 2008/09 ACTIVITY**

- 10 During 2008/09, 55 audit days were provided as indicated in the strategic audit plan. Five reports were prepared during the year covering :-
- Payroll – Amendments to Pay – to review, test and report on the adequacy and effectiveness of the internal controls in operation, in respect of amendments to pay.
  - Creditors – A systems audit upon the procedures operating to control payments to Creditors to provide an appropriate level of assurance to management that internal controls are operating effectively.
  - Welfare Funds – The objectives were to appraise the adequacy of the procedures established by the NWF&RA and the appropriate compliance with procedures at Fire Stations in respect of Welfare Funds, with a view to identifying any internal control weaknesses and areas of potential risk within the system.
  - CAATS - Payroll – Specialist IDEA interrogation software used to analyse data from the Payroll System in order to identify potential fraud and errors.
  - Network Management – a review of Network Polices & Standards, Connections & Access and Security, Management & Control to ensure confidentiality, integrity and availability of the data.
- 11 A schedule giving an audit opinion of the adequacy and effectiveness of internal control processes in respect of all the audit assignments undertaken during 2008/09 is attached at Appendix A. The outcome of each audit and the evaluation of the adequacy of the internal

control environment is based on the number of recommendations and their risk rating.

- 12 It is evident that generally the audits were assessed as providing positive levels of assurance that internal controls are operating effectively and risks are appropriately managed. However, the audit review of Welfare Funds provided an Unsatisfactory Audit Opinion. The report made 18 recommendations to improve the systems of internal control, which have been accepted by management. A follow-up audit is scheduled for early in 2009/10 to confirm the implementation of the recommendations, which will improve the internal controls that are in operation and will give management the assurance that the systems in place are robust.
- 13 To address the weaknesses identified during the audit reviews 38 recommendations have been made.
- 14 Action plans setting out the agreed response to the audit recommendations were issued with the audit reports and these have been returned from Fire and Rescue Authority management, completed with the action to be taken to ensure implementation of the recommendations. Management have agreed to implement all the audit recommendations.
- 15 CIPFA's Code of Practice for Internal Audit in Local Government states "Management has responsibility for ensuring that agreed actions are implemented. Internal Audit should obtain assurances that actions have been implemented". A formal follow up process is in operation within the Section to confirm that the recommendations made in Internal Audit reports have been implemented by management within agreed timescales. A follow up audit will normally take place six months after the issue of the final report. A schedule of the follow up audits conducted during the period 1 April 2008 to 31 March 2009 is attached at Appendix B. It demonstrates the number of recommendations accepted and subsequently implemented by management in each area and reveals changes that impact on the original audit opinion. Further follow up work will be performed in those areas where a significant number of recommendations remain outstanding.

- 16 A summary of audit activity is attached at Appendix C and shows the planned allocation of audit resources in terms of man days over departments and services and compares actual work done for 2008/09 with the plan. It is evident from the Summary of Internal Audit Activity for 2008/09 that all the work planned for 2008/09 has been undertaken.

#### AUDIT OPINION

- 17 Based upon the work undertaken during 2008/09, the Internal Audit opinion of the systems of internal control established by management to effectively manage identified risks is satisfactory.

#### NEEDS ASSESSMENT AND DRAFT AUDIT PLAN FOR 2009/10

- 18 The Draft Annual Plan for 2009/10 is attached at Appendix D. The purpose of the annual audit plan is to:-
- establish audit priorities in conjunction with Fire and Rescue Authority Management based upon a risk based approach of determining the audit needs of the Authority at the start of each year
  - determine the resources needed to carry out the required audit duties
  - formalise audit tasks
  - review the audit work of the previous year
- 19 The audit plan is designed to act as a guide only. Changes in circumstances or other unforeseen events may result in variations from the plan. The plan for 2009/10 has been prepared following consultation with Fire and Rescue Authority Management. The plan also includes time to follow up recommendations from previous audits.
- 20 The Internal Audit Needs Assessment is attached at Appendix E. The Assessment, which incorporates a risk analysis, is designed to cover all auditable aspects of NWF&RA activity and will be utilised, in

consultation with management, to facilitate the risk-based approach to determining the audit needs of the Authority at the start of each year.

## **Recommendations**

- 21 That the Summary of Internal Audit activity 2008/09 be noted and the Needs Assessment and Draft Internal Audit Plan for 2009/10 be approved.

APPENDIX A

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**NORTH WALES FIRE AND RESCUE AUTHORITY**  
**Internal Audit Section – 2008/09 Annual Summary of Recommendations and Audit Opinions**

	<b>Auditable Area</b>	<b>Audit Coverage</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Total</b>	<b>Agreed by Mgmt</b>	<b>Audit Opinion</b>
1	Welfare Funds	The control and management of Fire Station Welfare Funds.	6	7	5	18	18	Unsatisfactory
2	Payroll – Amendments to Pay	System of Internal Control operating in respect of amendments to pay.	1	0	0	1	1	Satisfactory
3	Creditors	Review of Creditors System and internal control environment.	3	7	2	12	12	Adequate
4	CAATS - Payroll	Specialist IDEA interrogation software used to analyse data from the Payroll System in order to identify errors, problems and any relevant management information on specific issues and trends.	0	0	2	2	2	Good
5	Network Management	A review of Network Policies & Standards, Connections & Access and Security, Management & Control.	0	3	2	5	5	Satisfactory
		<b>Totals</b>	<b>10</b>	<b>17</b>	<b>11</b>	<b>38</b>	<b>38</b>	
							<b>Good</b>	<b>1</b>
							<b>Satisfactory</b>	<b>2</b>
							<b>Adequate</b>	<b>1</b>
							<b>Unsatisfactory</b>	<b>1</b>

**APPENDIX B****NORTH WALES FIRE AND RESCUE AUTHORITY  
Schedule of Follow up Audits 2008/09**

	Description	File Ref.	Auditor	Audit Date	Follow up Due Date	Follow up Date	No. Recs	Recs Outstanding	Revised Audit Opinion
1	Fleet Management - Fuel	VF0 191	KVW	Apr-08	Sep-08	Sep-08	6	5	Satisfactory
2	Fire Station and Appliance Inventories	VF0 192	KVW	Jun-08	Feb-09	Mar-09	18	1	Good
3	Network Management	VF0 466	DP	c/f to 09/10					



# North Wales Fire and Rescue Authority

## CONWY COUNTY BOROUGH COUNCIL

### Summary of Internal Audit Activity 2008/09

	Department / Service	Planned Days 2008/09	Actual Days 2008/09
<b>1</b>	Payroll – Amendments to Pay	<b>8</b>	<b>8</b>
<b>2</b>	Welfare Funds	<b>11</b>	<b>11</b>
<b>3</b>	Creditors System	<b>10</b>	<b>10</b>
<b>4</b>	CAATS - Payroll	<b>8</b>	<b>8</b>
<b>5</b>	Network Management	<b>8</b>	<b>8</b>
<b>6</b>	Audit Follow ups – Fleet Management – Fuel Premises & Appliance Inventories	<b>5</b>	<b>5</b>
<b>8</b>	NWFRA Planning & Reporting (Including Annual Statement of Assurance & Needs Assessment)	<b>5</b>	<b>5</b>
<b>9</b>	Contingency Reserve	<b>3</b>	<b>0</b>
	<b>TOTAL DAYS</b>	<b>58</b>	<b>55</b>

<b>Days Allocated 2008/09</b>	<b>58</b>
<b>Actual Days 2008/09</b>	<b>55</b>
<b>Total Days C/F to 2009/10</b>	<b>03</b>

## APPENDIX D

**North Wales Fire and Rescue Authority  
Draft Internal Audit Annual Plan 2009/10**

<b>Needs Ass't Ref</b>	<b>Audit Review</b>	<b>Comments</b>	<b>Days</b>	<b>Planned Timing</b>
<b>Risk Area – Financial and Fraud Risks</b>				
<b>23</b>	Income Collection & Banking	A review of the systems of internal control operating in respect of the collection, receipt & banking of the Authority's income.	<b>8</b>	<b>Aug 09</b>
<b>27</b>	National Fraud Initiative	NFI is a comprehensive and thorough 'data matching' exercise organised by the Audit Commission in partnership with the Wales Audit Office (WAO).	<b>7</b>	<b>Feb 10</b>
<b>28</b>	Main Financial Systems: Creditors Accounting System	Days allocated on a consultancy basis to assist and advise in the project to transfer from the NWF&RA's Commitment Accounting System to Conwy's AS400 System, including Accounts Payable and General Ledger.	<b>8</b>	<b>Ongoing</b>
<b>Risk Area – Information Management &amp; Technology</b>				
<b>34</b>	E Government	The aim of the audit is to determine the degree of control over risks for the following: <ul style="list-style-type: none"> <li>• e-Government vision</li> <li>• Collaborative working, e.g. between authorities</li> <li>• Customer requirements</li> <li>• Funding</li> <li>• Technical solutions</li> <li>• Capacity – people and skills</li> <li>• Business processes</li> </ul> Focus is on strategic controls over the key risks threatening the e-Government vision/programme.	<b>8</b>	<b>Nov 09</b>
<b>36</b>	Data Protection	To determine whether activities involving the processing of personal data are carried out in accordance with the Authority's data protection policies and procedures, and whether this processing meets the requirements of the Data Protection Act 1998.	<b>8</b>	<b>Oct 09</b>
<b>Other Audit Work</b>				
-	Audit Planning, Annual Report and Management	Provision for time required for management element of contract.	<b>5</b>	
-	Follow up of Previous Recommendations	Following up recommendations made in 2008/09 which are not covered in the above programme: Welfare Funds Payroll – Amendments to Pay Payroll – CAATS Creditors System Network Management	<b>6</b>	<b>Ongoing</b>
-	Contingency Reserve	For unplanned work identified during the year and liaison/advice as required.	<b>3</b>	
<b>Total Days Required for Audit Work</b>			<b>53</b>	
<b>Days Allocated 2009/10</b>			<b>50</b>	
<b>Days b/f from 2008/09</b>			<b>03</b>	
<b>Total Days Available 2009/10</b>			<b>53</b>	

**APPENDIX E**

**NORTH WALES FIRE AND RESCUE AUTHORITY  
Internal Audit Needs Assessment and Audit Plan for 2009/10**

	<b>Main System and Subsystem</b>	<b>Potential Areas for Audit</b>	<b>Risk Assessment</b>	<b>2009/10 Days</b>	<b>Comments</b>
<b>Risk Area – Strategic Management and Governance</b>					
1	Corporate Governance	Legal Compliance Arrangements; Policy and Decision Making; Scheme of Delegation; Codes of Conduct - Officers; Codes of Conduct - Members; Training and Awareness; Chief Officers Pay; Standing Orders and Financial Regulations; Anti-fraud and Whistle-blowing; Environmental Policy.	A		Regulatory Plan 2008/09 identifies that CIPFA/SOLACE have recently published 'Good Governance in Local Government-Framework.' The Governance Statement subsumes the current SIC and will be a requirement from 2008/09. KPMG to review whether Authority up to date with new legislation and appropriate processes and procedures in place.
2	Service Planning	Corporate Planning; IRMP; BVPP; Service Unit Plans; CPA Improvement Plan; Modernisation; Consultation; Risk Assessment; Resourcing and Financial Approval; Improvement Co-ordinating Unit	B		WAO 2008/09 Regulatory Plan – Proper arrangements for securing economy, efficiency and effectiveness in its use of resources. Includes review of key corporate performance and financial management arrangements.
3	Performance Management	Roles and Responsibilities; Target Setting; Data Collection; Data Quality Control; Reporting; Use of Management Information to support Service Improvement.	A		Regulatory Plan 2008/09 – KPMG to review whether Authority have in place robust and effective arrangements to prevent and detect fraud.  Audit of the Annual Action/Improvement Plan and performance indicators.

	<b>Main System and Subsystem</b>	<b>Potential Areas for Audit</b>	<b>Risk Assessment</b>		<b>2009/10 Days</b>	<b>Com ments</b>
4	Risk Management, Emergency Planning and Business Continuity	Policy and Framework; Roles and Responsibilities; Training; Corporate Risk Register; Integration with Management Processes ; Monitoring and Assurance Mechanisms; Reporting; Emergency Planning; Risk Assessment; Business Continuity; Urban Search and Rescue; Compliance with CCA 2004; Working with Partner Agencies and Local Businesses; Resilience Forums; Mobile Conference Facilities;	A			See Service Planning above.
5	Equalities and Diversity	Compliance with Legislation; Policy, Practice and Procedure; Responsibilities; Awareness and Training; Performance Management.	C			
<b>Risk Area – Operational Service Delivery</b>						
6	Control Room Operations  Incident Response and management	Compliance with Key Risk Mitigation; Mobilisation Procedures; Incident Response Prioritisation; Monitoring and Measuring Performance; Staffing and Resources; Training; Incident Command System.	C			Making Connections Agenda

	<b>Main System and Subsystem</b>	<b>Potential Areas for Audit</b>	<b>Risk Assessment</b>		<b>2009/10 Days</b>	<b>Comments</b>
7	Hoax Call Procedures	Policy and Procedure; Recording and Monitoring; Education; Communication.	C			
8	Community Fire Safety and Arson Task Force	Communication; Education; Resourcing Risk Profiling; Working with Business, LEAs, CYPT, YOT, other FRSS Sprinklers project; Smoke Alarms; Home Fire Safety Checks; Community Safety Events; Vehicle Recovery.	C			
9	Inspection & Investigations	Compliance with Policy; Inspections Programme; Online assessments; Compliance with building control; Issue of licences/certificates; Income from inspections and licences.	C			
10	Partnership Working	Partnership Governance; Risk Assessment; Crime and Disorder Reduction; Local Strategic Partnership; Local Area Agreements; LEAs and others.	B			WAO National Review of Partnership Working 2006/07.

	Main System and Subsystem	Potential Areas for Audit	Risk Assessment		2009/10 Days	Comments
<b>Risk Area – People Management</b>						
11	Health and Safety	Compliance with Legislation; Policy, Practice, Procedure; Responsibilities Awareness and Training Performance Management Incident Monitoring and Reporting; Insurance (Public and Employers liability)	B			
12	Managing Attendance (uniformed and non uniformed)	Compliance with Policy; Reporting and recording absence; Performance Information.	C			WAO National Review of Sickness Absence 2006/07.
13	Staff Training and Development (uniformed and non uniformed)	Implementation of IPDS; Skills Assessment; Development Portfolios; Personal Development Reviews; Performance Appraisal; Training Facilities; Joint Training Schemes; Succession Planning; Leadership Development (Service Improvement); Value Centred Training.	C			
14	Recruitment and Selection	Compliance with Recruitment Policies and Procedures; Equalities and inclusion; Pre-employment checks; Performance Management.	C			Pre-employment checks eg. references, CTB checks covered as part of starters and leavers audit 2007/08.

	Main System and Subsystem	Potential Areas for Audit	Risk Assessment	2009/10 Days	Comments
<b>Risk Area – Project Management</b>					
15	Project Management	Special Projects Unit; Roles and Responsibilities; Project Prioritisation; Risk Assessment; Compliance with Prince 2; Training in Project Management; Monitoring and Delivery; Financing.	B		
<b>Risk Area – Financial and Fraud Risks</b>					
16	Financial Planning & Budgetary Control	Funding Arrangements Resource Allocation Medium Term Financial Planning Budget setting and approval Financial delegations Budget Holder Training Budget Monitoring Financial Forecasting/Reporting	A		Regulatory Plan 2007/08 – Code of Practice on Local Authority Accounting in the UK – A Statement of Recommended Practice (SoRP) introduces significant changes to Fire and Rescue Authority Accounting from 1 April 2007. KPMG will confirm that the Authority's Financial Statements comply with the relevant statutory requirements. The Authority's arrangements for budget setting and monitoring financial performance will be reviewed.
17	Payroll	Starters, Leavers, Amendments; Payment Control; Certification; Accuracy; Monitoring; Reporting.	A		Payroll Starters and Leavers Audit 2007/08. Audit Opinion was Satisfactory. Payroll Amendments to Pay audit 2008/09. Audit Opinion was Satisfactory. Payroll CAATS Audit 2008/09. Audit Opinion was Good.
18	Employee & Members Allowances	Claims, authorisation and Processing in respect of: Travel and Subsistence; Long Service Awards; Relocation; Residential Allowances; Medical Allowances.; Other Material Allowances.	D		Internal Audit Review of Members Allowances 2005/06. Audit Opinion was Good.  Employee Allowances included in Payroll Amendments to Pay audit 2008/09.

	<b>Main System and Subsystem</b>	<b>Potential Areas for Audit</b>	<b>Risk Assessment</b>		<b>2009/10 Days</b>	<b>Comments</b>
19	Pensions	Notification to Administering Authority; Verification of Changes; Unfunded Charges.	C			Regulatory Plan 2007/08 – KPMG to confirm that the Authority's Financial Statements comply with new Fire Service Pension Accounts requirements.
20	Procurement & Purchasing	Procurement Strategy; Efficiency and Value for Money; E Procurement; Compliance with Financial regulations and Contract Standing Orders; Purchasing and Payment Procedures; Credit Card Expenditure; Cash Expenditure.	B			WAO Annual Opinion in respect of VFM.
21	Capital Strategy and Accounting	Strategy and Programme Setting/Approval; Monitoring; Capitalisation/ Authorisation of Expenditure ; Prudential Borrowing; Fixed Asset Management and Accounting; Fixed Asset Register; Asset Valuation/Depreciation; Insurance; PFI Schemes incl VAT.	A			WAO 2006/07 Coverage – Review of Final Accounts, Fixed Asset Register etc.
22	Fleet Management and Fuel	Procurement/Leasing; Management and Strategic Alignment; Maintenance and Inspection; Fuel Issues and Usage; Disposal; Insurance.	C			Internal Audit Review of Fleet Management 2005/06. Audit Opinion was Good. Internal Audit review of Fuel 2007/08. Audit Opinion was Satisfactory. Regulatory Plan 2007/08 – KPMG review of Fleet and Vehicle Asset Management.
23	Income Collection & Banking	Receipt of Funds; Grant Income; Precept Income: Collection and Accounting Procedures;	C		8	A review of collection and banking procedures in respect of all income generated by NWF&RA.



	Main System and Subsystem	Potential Areas for Audit	Risk Assessment	2009/10 Days	Comments
		Miscellaneous Income; Compliance with Charging Policy; Inspection Certificate Income; Cash Security and Banking; Insurance.			
24	Stores	Stock Control, Valuation and Recording; Purchasing and Receipt; Security of Stores; Security of IT System; Issue and Returns Procedures; Insurance.	D		Internal Audit Review 2003/04. Audit Opinion was Good.
25	Equipment Security and Inventory	Inventory Level; Recording and Reviewing; Marking of Equipment; Loan of Equipment; Physical Security of Location; Insurance.	C		Internal Audit Review 2007/08. Audit Opinion was adequate.
26	Utility Costs and Service Contracts	Tendering and Value for Money; Monitoring Energy Costs; Compliance with Financial Regulations.	C		
27	National Fraud Initiative	Payroll Download; Creditors Download; Investigation of Output from National Matching Exercise.	B	7	NFI data matching of payroll and creditors data to be conducted every 2 years. NFI audit 2007/08. Audit Opinion – Good. WAO 2008/09 Regulatory Plan.
28	Main Financial Systems <ul style="list-style-type: none"> <li>• Payroll</li> <li>• Creditors</li> <li>• Debtors</li> <li>• Treasury Management</li> <li>• Accounting System</li> <li>• Anti Fraud</li> </ul>	Completeness, Accuracy and Validity of Transactions; Correct Accounting; Monitoring and Reporting; Efficiency; Value for Money; Documentation of Systems; Compliance with Financial Regulations and Procedures.	A	8	Covered by Audit of CCBC Systems on an annual basis. Review of NWF&RA Creditors System 2008/09. Audit Opinion was Adequate. 8 days allocated 09/10 on a consultancy basis to assist and advise upon the transfer from the Authority's Commitment A/C System to Conwy's Accounts Payable and General Ledger Systems.  WAO 2008/09 Regulatory Plan includes review of Treasury Management Strategy.

	Main System and Subsystem	Potential Areas for Audit	Risk Assessment		2009/10 Days	Comments
<b>Risk Area – Reputation and Public Confidence</b>						
29	Complaints Procedures	Policy, Procedure, Best Practice; Compliance; Monitoring and Reporting; Service Improvement; Compensation.	C			
30	Corporate Communications	Communications Strategy; Marketing and Media; Responsibilities; Incident monitoring.	C			
<b>Risk Area – Information Management and Technology</b>						
31	IT Strategy and Management	Strategy Development and Resourcing; Policies and Management Framework; Internet and Email Control; Responsibilities; ICT Procurement and Development; Insurance.	C			
32	Network Management	Security and Control; Physical and Logical Security; Back Up and Disaster Recovery; Performance; Hardware, Media, Topology; Security and Control: Management Support: Communications Software; Wireless Connections.	C			Network Management audit undertaken 2008/09. Audit Opinion was Satisfactory.
33	Telecomms (non control room)	Security and Control; Physical and Logical Security; Back Up and Disaster Recovery.	C			WAO Coverage 2006/007.

	<b>Main System and Subsystem</b>	<b>Potential Areas for Audit</b>	<b>Risk Assessment</b>		<b>2009/10 Days</b>	<b>Comments</b>
34	E Government	Strategy; Resourcing; Initiatives; Performance.	C		8	The aim of the audit is to determine the degree of control over risks for the following: <ul style="list-style-type: none"> <li>• e-Government vision</li> <li>• Collaborative working, e.g. between authorities</li> <li>• Customer requirements</li> <li>• Funding</li> <li>• Technical solutions</li> <li>• Capacity – people and skills</li> <li>• Business processes</li> <li>• Focus is on strategic controls over the key risks threatening the e-Government vision/programme.</li> </ul>
35	Control Room IT	Cell Phones; Radio System; Call Out System; Physical Security; Back Up and Disaster Recovery; Performance Monitoring.	C			
36	Data Protection / Freedom of Information	Compliance with Legislation; Staff Awareness; Information requests; Monitoring and Performance.	C		8	To determine whether activities involving the processing of personal data are carried out in accordance with the Authority's data protection policies and procedures, and whether this processing meets the requirements of the Data Protection Act 1998.
<b>Risk Area – Other Systems</b>						
37	Canteen Operation	Agreement and Monitoring; Food Hygiene and cleanliness; Staff Training; Income Collection and Banking; Ordering Procedures.	C			
38	Welfare Funds	Written procedures; Welfare Fund Records; Bank Reconciliations; Independent Audits.	C			Welfare Funds audit undertaken 2008/09. Audit Opinion was Unsatisfactory.

<b>Risk Area – Other Audit Work</b>				
	Audit Planning, Annual Report and Management		5	
	Follow up of Previous Recommendations		6	
	Contingency Reserve		3	
		<b>Total 2009/10 Coverage</b>	<b>53</b>	
<p><b>Risk Assessments – The Needs Assessment documents each project and allocates a risk rating in respect of each auditable area, based on the completion of a risk matrix held on the Internal Audit Section’s Apace Audit Planning and Control System. The risk assessment dictates the degree of risk and the subsequent frequency of each audit. Where an area has not been recently reviewed by either Internal Audit or WAO a ‘C’ risk rating is allocated until such time as an audit review is performed and an informed opinion can be made. The current risk ratings are as follows:</b></p> <ul style="list-style-type: none"> <li>• Risk Rating A - High Risk Requiring an Annual Review</li> <li>• Risk Rating B - High Risk Requiring a review every 2 years</li> <li>• Risk Rating C - Medium Risk Requiring a review every 3 years</li> </ul> <p><b>Risk Rating D - Low Risk Requiring a review every 4 years</b></p>				